

EQUALITY IMPACT ASSESSMENT – INITIAL SCREENING TEMPLATE (IST)

Initial screening needs to take place for all new/revised Council policies. The word ‘policy’, in this context, includes the different things that the Council does. It includes any policy, procedure or practice - both in employment and service delivery. It also includes proposals for restructuring, redundancies and changes to service provision. This stage must be completed at the earliest opportunity to determine whether it is necessary to undertake an EIA for this activity.

Name of Policy:	Doorstep Recycling Survey
Lead Officer (responsible for assessment):	Dave White, Waste Services Team Leader
Department:	Regulatory Services
Others Involved in the Assessment (i.e. peer review, external challenge):	None
Date Initial Screening Completed:	31 May 2016

(a) **What is the policy trying to achieve?** i.e. What is the aim/purpose of the policy? Is it affected by external drivers for change? What outcomes do we want to achieve from the policy? How will the policy be put into practice?

The aim is to engage with residents to achieve a better understanding of:

- use of recycling collection services;
- impressions of services provided;
- the effectiveness of promotional options used, and;
- priorities for future service provision.

(b) **Who are its main beneficiaries?** i.e. who will be affected by the policy?

The Council will benefit from improved understanding of the issues addressed. Residents questioned will also gain from an opportunity to express their views in relation to current & future service provision. They will also have an opportunity to ask related questions not covered by the questionnaire & clarify issues & raise concerns relating to services that are provided.

(c) **Is this assessment informed by any information or background data?** i.e. consultations, complaints, applications received, allocations/take-up, satisfaction rates, performance indicators, access audits, census data, benchmarking, workforce profile etc.

No

(d) Does this policy have the potential to cause a positive or negative impact on different groups in the community, on the grounds of any of the protected characteristics (please tick all that apply):

- | | | | |
|----------------------------------|-------------------------------------|---|-------------------------------------|
| Ethnicity | <input type="checkbox"/> | Age | <input checked="" type="checkbox"/> |
| Gender | <input type="checkbox"/> | Religion or Belief | <input type="checkbox"/> |
| Disability | <input checked="" type="checkbox"/> | Sexual Orientation | <input type="checkbox"/> |
| Gender Reassignment | <input type="checkbox"/> | Marriage & Civil Partnership | <input type="checkbox"/> |
| Pregnancy & Maternity | <input type="checkbox"/> | Caring Responsibilities | <input type="checkbox"/> |

Please explain any impact identified: i.e. What do you already know about equality impact or need? Is there any evidence that there is a higher or lower take-up by particular groups? Have there been any demographic changes or trends locally? Are there any barriers to accessing the policy or service?

Disability/Age – Consideration needs to be given to people that have hearing or sight impairment that might make it difficult to answer questions on the doorstep. Also, the need to avoid calling on residents during hours of darkness, when they might be afraid to answer their door.

General - The need to carry out questionnaire's during daylight hours will mean that many working residents will not be at home to respond.

- | | |
|---|------------|
| (e) Does the policy affect service users or the wider community? | YES |
| (f) Does the policy have a significant effect on how services are delivered? | NO |
| (g) Will it have a significant effect on how other organisations operate? | NO |
| (h) Does it involve a significant commitment of resources? | NO |
| (i) Does it relate to an area where there are known inequalities, e.g. disabled people's access to public transport etc? | NO |

If you have answered **YES** to any of the questions above, then it is necessary to proceed with a full equality impact assessment (EIA). If the answer is **NO**, then this judgement and your response to the above questions will need to be countersigned by your Head of Service and then referred to the

Council's Equal Opportunities Working Group (EOWG) for scrutiny and verification. Please forward completed and signed forms to the Principal HR Officer.

Signatures:

Completing Officer:



Date: 31 May 2016

Director:



Date: 1.6.16